

8/6/2012

## **PRSPS Job Description – Advanced Grades Chair**

**Job Title:** Chairman, Advanced Grades

**Reports to:** Educational Officer

**Rank:** Lieutenant

### **Summary:**

Administers instructional programs that motivate members to obtain the advanced grades of S, P, AP, JN and N. Coordinates the activities of class chairmen to provide members a full and convenient class schedule and encourage and recruit students. Provides logistical support for materials, supplies and classroom space.

### **Scope:**

This position is one of four key area administrators reporting to the SEO that control the operation of the Educational Department. This position is responsible for all advanced grade courses. The incumbent advises the SEO and directly participates in overall planning activities.

### **Key Responsibilities:**

- Consults with each class chair and the SEO to establish an annual class schedule.
- Schedules classroom space with the ASEO.
- Orders all instructional materials, and monitors the expenditures against the Educational Department budget. An inventory of unused material is maintained.
- Informs each chair of course and equipment fees, and ensures that they are promptly remitted to the Treasurer. Participates in the preparation of the annual budget.
- Orders and administers the USPS exam for each course, adhering to HQ requirements.
- Consulting with course chairs, evaluates graduates for potential instructors, assistants, or interest in other squadron activities, advising the SEO accordingly.
- Recruits new class chairmen and instructors, subject to SEO approval.
- Promotes each class and assists the course chairs with recruiting students.
- Aids course chairs by providing suggestions and advice, and helps arrange for replacement personnel in an emergency.
- Monitors classroom activities from time to time, ensuring that standards are met.
- Ensures that complete records are maintained for each class, and furnishes information to the ASEO as required.

### **Job Requirements:**

The Chair is appointed annually by the Commander on the advice of the SEO. Candidates for this position should have extensive experience with instructing and hold or working to achieve the grade of N. Completion of Instructor Development and certification are required.